

MONROE COUNTY

JOB DESCRIPTION

Position Title: SR DIRECTOR LOWER KEYS OPERATIONS		Date: 12/12/00
Position Level: 13	FLSA Status: Exempt	Class Code: 13-2

GENERAL DESCRIPTION

Direct the Lower Keys Operations of Public Works (Public Facilities Maintenance, Unincorporated Parks & Beaches, Higgs Beach, Detention Facilities and Roads & Bridges) which provide maintenance to all County facilities including remodeling and renovations throughout the county. Oversee administrative requirements along with contractual obligations with vendors and contractors. Is the countywide liaison for the Facilities Maintenance section.

KEY RESPONSIBILITIES

1. Direct front line supervisors with developing and fulfilling maintenance, renovation, and remodeling of county facilities, parks and beaches and roads and bridges.*
2. Design and compose analytical reports describing departmental recommendations for facility improvements - purchasing equipment/supplies.
3. Prepare cost analysis associated with all functions of development and implementation of department missions.
4. Direct budget operations including daily expenditures - approving purchasing procedures for budget.*
5. Prepare and provide overview in the preparation of agenda items for Board of County Commissioners including completion of Board Actions.
6. Fulfill duties and responsibilities associated with requirements as a liaison to the Parks and Recreation Advisory Board. Compose Ordinances.
7. Compose documents for contractual bids and request for proposals - contracts, including approvals and overview on a yearly basis.
8. Hearing Officer for predetermination hearing policy and procedures. Direct personnel matters for all employees. Approve timesheets.
9. Attend meetings and training sessions in the capacity as Lower Keys Superintendent and Facilities Maintenance Liaison. Conduct staff meetings and direct safety requirements for employees.
10. Compose compliance requirements and coordination with State and County agencies. Direct permitting requirements with outside governmental agencies for projects.
11. Is the countywide liaison for the Facilities Maintenance section.*

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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KEY JOB REQUIREMENTS	
<i>Education:</i>	Bachelor's Degree required. Major(s) required: Construction or related field.
<i>Experience:</i>	5 to 7 years.
<i>Impact of Actions:</i>	The work involves leadership which routinely affects multiple divisions of Monroe County and/or the surrounding community in a demonstrable way.
<i>Complexity:</i>	Highly Complex: Work is broad in scope covering one or more complicated areas. Policy, procedure, or precedent are typically created by this position. A high degree of analytic ability and inductive thinking is required to devise new, non-standard approaches to highly intricate, technically complex problems.
<i>Decision Making:</i>	Highly Complex: Supervision is present to review established departmental and/or divisional objectives. Independent judgment is required to recommend departmental or divisional objectives, evaluate new approaches to problem solving, and assess changing facts or conditions.
<i>Communication with Others:</i>	Requires regular contact with internal and external persons of importance and influence involving considerable tact, discretion and persuasion in obtaining desired actions and/or managing relationships at a high level.
<i>Managerial Skills:</i>	Responsible for supervising multiple functions, with full responsibility for effective operation and results.
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	On call 24 hours pending disasters.
<i>Other:</i>	Requires a valid Florida Drivers License.

APPROVALS		
<i>Department Head:</i>		
Name:	Signature:	Date:
_____	_____	_____
<i>Division Director:</i>		
Name:	Signature:	Date:
_____	_____	_____
<i>County Administrator:</i>		
Name:	Signature:	Date:
_____	_____	_____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____